

FURTHER INFORMATION

Please use this space for additional information and / or to outline the reasons you would like to work for Drive. You may like to include details of any hobbies and interests, including memberships of clubs and societies and any personal achievements you are proud of. (Please use an additional sheet of paper if required and attach to application form).

How did you hear about this vacancy?

REFERENCES

PLEASE PROVIDE NAMES AND DETAILS OF TWO REFEREES, ONE WHOM MUST BE YOUR PRESENT OR LAST EMPLOYER. THE OTHER MAY BE FROM SOMEONE WHO HAS KNOWN YOU FOR AT LEAST TWO YEARS, THIS SHOULD NOT BE A RELATIVE.

Name, title and address of referee
Please include name and title of immediate supervisor

Name of supervisor

Title / Position

Company Name

Address

Tel. No.

Name, title and address of referee

Name of supervisor

Title / Position

Company Name

Address

Tel. No.

At this stage do we have your permission to contact your referees? Yes No

If no, please indicate when it would be acceptable (eg. on provisional offer of job)

CONVICTIONS AND LEGAL PROCEEDINGS

With the exception of offences which are "spent" under the terms of the "Rehabilitation of Offenders Act 1974", enter the exact details of any criminal or court martial convictions. Please enter details of any outstanding Summons of Prosecution.

Before answering the question you should note that if you have failed to give relevant particulars or should you give false particulars you will not be considered for employment or, if already engaged, you will be liable to instant dismissal. If you have no convictions or outstanding summonses write "none".

Date of Offence	Date of Conviction	Nature of Offence	Sentence of Court Order

Would you object to a background check to ascertain "unspent convictions" Yes No

DECLARATION AND VALIDITY

I declare that the information provided on this application form is, to my knowledge true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be discharged from employment with Drive. With the exception of offences which are spent under the terms of the "Rehabilitation of Offenders Act 1974", I have included details of criminal or court martial convictions, including driving convictions. I agree to a pre-employment medical examination and drugs testing if requested and acknowledge that if I fail either of these tests my employment may be terminated. I am legally entitled to take paid employment in the United Kingdom.

SIGNATURE OF APPLICANT DATE

THANK YOU FOR THE TROUBLE YOU HAVE TAKEN IN COMPLETING THIS APPLICATION. YOU ARE ASSURED THAT IT WILL BE TREATED IN THE STRICTEST CONFIDENCE



www.drivevauxhall.co.uk

Application for employment

Please answer all questions in full, in your own handwriting (BLOCK CAPITALS) and preferably in black ink.

Post applied for

Location

Have you ever applied for employment to Drive before?

Yes No

Have you ever worked for Drive before?

Yes No

If so, please state where, when and in what capacity

PERSONAL INFORMATION

Title

Surname

Forenames / Given Names

N.I. Number

Marital status (i.e. single/married/living with partner/widowed)

Home Address

Date of Birth

Post Code

Home Tel. No.

Work Tel. No. (if contactable)

Mobile Tel. No.

DRIVER'S LICENCE INFORMATION

Do you own a current driving licence Yes No Driving Licence Number: _ _ _ _ . / _ _ _ _ . / _ _ _ _

Are there any endorsements on your licence Yes No If Yes please give full details below:

Date of offence Convictions No of Points Code

Date of offence Convictions No of Points Code

For office use only

Date Received:

Application form checked by:

Suitable for interview. Yes / No. If no, reason:

1st interview letter sent (Date)

2nd interview letter sent (Date)

1st Interview arranged with:

at (site)

on (date)

at (am / pm)

2nd Interview arranged with:

at (site)

on (date)

at (am / pm)

Confirmation of attendance received:

Date:

By telephone / letter (please circle)

Confirmation of attendance received:

Date:

By telephone / letter (please circle)

Offered Position Yes No Please Tick

Drive is working towards equal opportunities and applications are welcomed from all suitably qualified applicants

GENERAL EDUCATION, PROFESSIONAL TECHNICAL QUALIFICATIONS

Please include any full / part time courses, including apprenticeships, or correspondence courses.

EDUCATION

Date from / to	Subjects studied / course title	Qualification achieved and date	Grade

VOCATIONAL QUALIFICATIONS AND OTHER SKILLS

Please give details of any other skills / qualifications (for example languages, first aid certificate etc).

Drive complies with the Data Protection Act 1998. The information which you provide in this form will be processed for the purposes of the selection process only and will not be passed to any other organisation.

EMPLOYMENT DETAILS

CURRENT OR MOST RECENT

Please include details of present or most recent employment and all employment over the last seven years. Include any voluntary work in this section.

Name / Address	Job held & duties	Salary	Date employed	Reason for leaving
Name and title of supervisor / Manager				

PREVIOUS EMPLOYMENT

If you wish to provide information, please use an additional sheet of paper and attach to the application form.

Name and address of employer	Job held & duties	Date from/to	Reason for leaving

What length of notice will you be required to give to your present employer?

On what date could you begin employment with Drive?